

Energy Champion's Guide for Tip #1: Turn it Off!

The Opportunity

One of the easiest ways to cut energy waste is by turning off lights and office equipment when they're not in use. Everyone knows it makes sense to "Turn it Off," but sometimes we forget. So we're asking City employees to be a little more mindful of energy conservation by placing posters and stickers in strategic areas, reminding us all to turn off the lights when we leave a room and turn off equipment (or even unplug, when possible) when we leave for the day.

What's the Impact?

Little things can add up to big energy waste and environmental impact. Some statistics to consider:

- 40% of greenhouse gas emissions can be attributed to electricity production
- Low power or standby mode isn't enough—unplug appliances whenever possible
 - Most power supplies waste 20 to 30% of the energy they draw
 - A large photocopier left on overnight in standby will waste enough energy to produce over 5,000 copies
 - o 13% of home/office electricity use is from appliances in low-power mode
 - Your cell phone charger is a big energy hog—unplug it when your phone has finished charging
- Coffeemakers use 1,000 watts of power per hour—make sure yours is turned off after the java's gone

Turning off lights when they're not in use and equipment when it's no longer needed will really help reduce the environmental and financial impact on City facilities.

Average Financial and Environmental Benefit at ONE City Facility Per Year

Financial	Average Cost Avoidance
Benefit	\$1,500/facility/year
Environmental Benefit	Reduced power plant emissions
	> 6 Tons CO ₂ 5.6 Pounds NOx 19.6 Pounds Sox

Energy Tip 1: Turn it Off!/page 2



What are We Referring To?

Lights located in

- Offices
- Work areas
- Lunchrooms
- Bathrooms
- Copy rooms

Office Equipment, such as:

- Copy machines
- Space heaters
- Fans
- TV's/Radios

- Storage areas
- Meeting rooms
- Garages
- Classrooms



Turn it Off Sticker

How You Can Help: The Energy Champion's Role

It's <u>everyone's</u> responsibility to turn off lights and equipment when they're not in use. But as the team leader, the Energy Champion has a critical role to play in the success of Cambridge GreenSense.

- In conjunction with your department managers, identify your lighting reduction and equipment power-saving opportunities and tag all appropriate light switches and equipment with a **Turn Off When Not in Use sticker.**
- II. Work with your department to decide how to assign responsibility for turning off common area lights and equipment.
- III. Hang the "Turn It Off" posters in your facilities wherever employees gather restrooms, break-rooms, cafeterias...you decide what's best for your facility.
- IV. Lead by example: when you see lights left on, turn them off. When you're leaving for the night and see a fan running or a radio left on, turn it off. If a poster is missing, replace it. If you have an idea for promoting energy conservation, pass it along to your co-workers.

Turn it Off Poster

